

JUVENILE CORRECTIONS SUPERVISOR

DEFINITION: Under general supervision, performs work of considerable difficulty in supervising, monitoring and coordinating the care, supervision and custody of incarcerated youth in a correctional facility; oversees the housing unit operations; and performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises and monitors the work of correctional officers, prepares duty and shift assignments and performs inspections of correction officers; prepares, updates and maintains training plan for correction officers; assists staff with conflict resolution and mediation; observes staff interaction with youth; inspects and requests maintenance on housing units; maintains supplies, linens, uniforms and other materials as needed.

Monitors and participates in booking, intake, classification, visitation, and releasing procedures; oversees maintenance and updating of resident's files and records; assures resident safety and security in accordance with established policies and procedures and the Navajo Nation's Children's Code; provides supportive counseling to residents; co-facilitates group therapy sessions; monitors community and group sessions; interprets rules and procedures of facilities to youth; responds to inquiries from parents/guardians; assists in updating plans, policies and procedures.

Receives and provides information concerning residents; prepares and submits required reports; attends meetings, in-service training and court hearings; supervises fire drills, shake downs, searches and lock downs; develops, implements and maintains disorder management and prevention plans, crisis intervention, suicide intervention and central control unit; may transport residents to courts, prosecutors, hospital, educational facilities and other entities as necessary.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of supervisory principles and practices.

Knowledge of federal, state, local, and Navajo Nation laws, regulations, and policies governing youth incarceration.

Knowledge of Navajo Nation Children's Code.

Knowledge of correction techniques and methods.

Knowledge of counseling techniques and methods.

Skill in handling incarcerated youth.

Skill in maintaining composure under stressful or dangerous conditions.

Skill in providing supportive counseling.

Skill in establishing and maintaining effective working relationships.

Skill in verbal and written communication.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

MINIMUM QUALIFICATIONS: An Associate's degree in Criminology, Psychology, Social Work or related field; and two (2) years correctional facility, custodial care setting or outpatient counseling experience; or

THE NAVAJO NATION

Class Code: 2272
Public Safety Series
Detention Officer Group
Overtime Code: Non-Exempt
Pay Grade: 61

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an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license. Within 90 days of employment must pass a criminal background check and a drug and alcohol test and obtain a Navajo Nation Vehicle Operator's Permit. Must not have any felony convictions or convictions involving moral turpitude.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.